

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Project Manager
Position Number: 58102047
Division: Information Technology and Processing
Bureau: Information Technology Services
Grade/Salary: 16/\$35,282 - \$56,026/yr Depending on Qualifications
Status: Permanent/Full-time
City: Helena
Union: No
Supplement: No
Closing Date: September 20, 2006 (5 pm)
Hiring Supervisor: Margaret Kauska: 406-444-9535

Special Information: If applicants for this position do not meet the minimum qualifications, a training assignment may be used. If another vacancy occurs in this job classification within three months of the hire date for this position, the same applicant pool may be used for selection.

Typical Duties: The project manager is responsible for the overall direction and coordination of department projects through a framework of planning, implementation, oversight and closure activities. Projects involve multi-year efforts that include the implementation of complex tax systems that could affect tax revenues in excess of \$1 billion annually. The project manager assists in defining project goals and objectives and establishes methods and means of accomplishing those objectives. The incumbent reports to the Information Technology and Processing (ITP) Division Administrator. Administrative and technical decisions are made with considerable independence. Depending on the project and as required by the department, the project manager may directly or indirectly supervise department staff and independent contractors. Primary contacts are with the director, deputy director, division administrators, bureau chiefs, unit managers, budget analyst, department information technology staff, Department of Administration's (DOA) Information Technology Services Division (ITSD) staff, vendors, contractors and other agencies or partners.

Current major IT projects in the department include the implementation of our Integrated Revenue Information System (IRIS) and the Property Valuation and Assessment System (PVAS). These are multi-million dollar projects; both systems use commercial off-the-shelf (COTS) products. This position will be closely involved with the project management activities of these projects.

Competencies: Required

- Strong understanding of and experience with project definition and scoping; requirements definition; identification of key objectives, risks and drivers; development of plans to manage those elements and user and non-user acceptance testing.
- Knowledge of project management principles, methodologies, and practices as well as related software such as MS Project and Project WorkBench.
- Ability to identify, research and analyze issues relative to the role and prepare reports as necessary.
- Knowledge of network capabilities, computer operating systems, equipment and software; databases and data management tools.
- Ability to plan, implement and evaluate the achievement of goals, objectives and work plans.
- Ability to provide timely and effective written (technical white papers, planning documents, RFPs), oral and interpersonal communication.
- Knowledge of and ability to apply quality assurance/control methods and techniques.

Education and Experience: The above competencies are typically acquired through a combination of education and experience equivalent to a bachelor's degree in Business Administration, Computer Science, Information Technology, or a closely related field. Minimum of five years in progressively more demanding leadership positions including four to six years of experience in technical project and program management.

Formal training in project management is required. Other combinations of education and experience will be evaluated on an individual basis .

Application Deadline: All application materials must be received by 5:00 PM on the closing date.

Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include

a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.